

GENERAL INFORMATION

Meeting Room Location

The workshops will be held on the Lower Terrace of the Monterey Plaza Hotel & Spa. All sessions will be in the Cypress Ballroom; the poster presentations are located in Monterey Bay and Carmel Rooms; exhibits are located in the Big Sur Room. All attendees must wear their name badge at all times to gain admission to all workshop sessions, meal functions and banquet. See hotel diagram inside your packet.

Meeting Room Logistics

Please contact the workshop registration desk if you find the temperature in the room uncomfortable or you are unable to hear or see because of equipment difficulties.

Smoking

The hotel, meeting rooms and seated functions are **smoke free**. Please regard the smoking policy of Monterey Plaza Hotel & Spa.

Job Market Board and Message Board

Please visit the Job Market Board located in the workshop registration area to see current job opportunities or to place your resume on the board. There will also be a message board available in this area for your use.

Cellular Phones, Beepers and Watch Alarms

Out of courtesy to our speakers and other attendees, please turn off any cellular phones, pagers and watch alarms during sessions.

Cameras and Tape Recorders

Cameras and tape recorders are strictly prohibited in the sessions, poster presentation and the exhibit areas.

Workshop Dinner at the Monterey Bay Aquarium

Monday, June 16th at the Monterey Bay Aquarium from 7:00 p.m. - 10:00 p.m. The evening will begin with a reception followed by dinner and admission to an aquarium exhibit entitled *Jellies, Living Art*. Please remember to bring your name badge and ticket to this event.

Shipping

If you need to ship or mail any packages, please visit the Business Center located on the Lower Plaza floor, Monday-Friday 8 a.m. – 5 p.m.

Internet Access

Please visit the Business Center for internet access.